



Department of Managed Health Care

JOB OPPORTUNITY

ARNOLD SCHWARZENEGGER, Governor

Dale E. Bonner, Agency Secretary

Release Date: 06/12/07

CLASSIFICATION: Student Assistant
1 Position

FINAL FILE DATE: Until Filled

SALARY: \$1410 - \$1877 per month (depends on units completed)

LOCATION: HMO Help Center, FTB Court at Mayhew

DUTIES AND RESPONSIBILITIES: Looking for an exciting position in a friendly environment with **free parking**? The Department of Managed Health Care, HMO Help Center announces the following opportunity for a Student Assistant. Under the general supervision of the Staff Counsel III (Supervisor), the incumbent will be responsible for a variety of secretarial and administrative duties for counsel staff assigned to the Division of Legal Affairs and Policy Development. The incumbent will be responsible for opening and categorizing mail; preparing files and file folders; photocopying documents and complaints; sending documents via facsimile; and composing, tabulating, formatting, and issuing weekly and monthly statistical and narrative reports. The incumbent will also be responsible for typing, editing, and proofreading a wide variety of legal correspondence and memoranda; arranging meetings and video conference calls; screening and responding to telephone calls and answering non-technical and non-legal questions; establishing and maintaining an index and filing system for reports, memoranda, statistics, and etc.; and providing other legal support services as needed.

DESIRABLE QUALIFICATIONS:

- Customer service oriented
- Ability to communicate effectively both orally and in writing
- Possess excellent interpersonal skills
- Ability to exercise a high degree of initiative, independence, and flexibility
- Excellent attendance and dependability
- Ability to work in a team environment
- Knowledge and skill with PCs, i.e., Microsoft Word, Excel, etc.

WHO MAY APPLY: All students who are enrolled in an undergraduate program with a minimum of six semester units in an accredited college or university and maintain a 2.0 GPA are encouraged to apply. **ONLY THOSE BEST QUALIFIED WILL BE INTERVIEWED.** For further technical information regarding the position, please contact Christina Vaiza at (916) 255-2408. **SEND A COMPLETED APPLICATION/RESUME TO THE PERSON AND ADDRESS PROVIDED BELOW** (please include your social security number for eligibility verification and indicate the RPA# 06-475 under the job title).

All applicants not currently employed by the DMHC will be subject to a pre-employment background investigation. The investigation will consist of fingerprinting and an inquiry to the California Department of Justice to disclose criminal records.

SUBMIT APPLICATION AND/OR RESUME TO:

Department of Managed Health Care
Attention: Christina Vaiza
980 Ninth Street, Suite 500
Sacramento, CA 95814-2738

**California Relay Service: Voice Line: 1-800-735-2922
TDD User: 1-800-735-2929**

171-4870-921

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, AGE, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.